भा.क.नि.
CCI
भारतीय कपास िनगम िलिमटेड
THE COTTON CORPORATION OF INDIA LIMITED
(भारत सरकार का उपाम/A Government of India Undertaking)
16-7-109, िव.एल. िच5ीमला कॉ[illegible]3 मंिजल, फलमंडी के पास, पुरानाा अनाज मंडी रोड, ल®ीपुरम, वरंगल : 506002 तेलंगणा
16-7-109, V.L Chittimalla Complex, 3rd floor, Nr. Fruit Market, Old Grain Market Road, Laxmipuram, Warangal : 506002 Telangana
दूरभाष /टेलीफोन नंबर : 0870-2565077 मोबाइल: +91 9617234000
मेल : warangal@cotcorp.com वेबसाइट www.cotcorp.org.in मांालय की वेबसाइट: www.ministryoftextiles.gov.in

Ref.No: CCI/Wgl/Admn./2024/ Date. 25.09.2024

TENDER NOTICE FOR JOB-WORK FOR SHIFTING OF OFFICE PREMISES

The Cotton Corporation of India Limited, Branch Office, Warangal intends to invite sealed tenders in Two Bid System from the reputed parties / firms / individuals / Packers and Movers for shifting of Office Building equipments, Records, Furniture, IT hardware items etc to New Office premises. All the interested parties are requested to submit duly filled tender form in sealed envelope supercribing **Tender for Job work for Shifting of Office Premises** on or before 15.10.2024 till 11:00 AM at the above address along with EMD of Rs. 25000/- (Rupees Twenty Five thousand only) by way of DD / PO / RTGS drawn in favour of THE COTTON CORPORATION OF INDIA LIMITED, payable at Warangal for complete Job-work. MSE exemption applicable subject to submission and verification of valid Udyam Aadhar. Tenders shall be opened on 15.10.2024 at 11:15 AM in presence of tenderers who may wish to remain present. The Corporation reserves its right to accept or reject any tender partly or fully. Tender Form along with terms and conditions can be collected from the Branch Office on any working day during working hours or the same can be downloaded from our website www.cotcorp.org.in or Govt Tender portal www.eprocure.gov.in.

Participants should compulsorily visit office premises and satisfy themselves of actual work / labour / material / equipments / records / furniture involved in Shifting Jobwork on any working day.

General Manager

Terms & Condition:

1) The last date of submission of the Tender to this Office on 15.10.2024 upto 11:00 AM. The date of opening of the Technical Bid-I of the Tender shall be 15.10.2024 at 11:15 AM the date of opening of Financial Bid-II of the Tenderers who successfully qualifies in Technical Bid I shall be 15.10.2024 at 3:30 PM. In case of any delay in opening of Financial BID -II, the same shall be intimated to tenderers on the date of opening tender.

2) Tender should be submitted in Two Bid System i.e. Technical Bid-I and Financial Bid-II separately in different envelopes, The job work contractor should submit their two bids in separate sealed envelope duly marked as Bid.I (Technical) and Bid.II (Financial) and then place the two sealed envelope into one envelope duly sealed subscribed as **Tender for Job work for Shifting of Office Premises**. Tenderer should submit tender duly sealed and signed on all pages of tender documents, terms and conditions, scope of work along with EMD cost of Tender in Bid-I i.e. Technical Bid and all other documents desired as per tender in Financial Bid-II.

3) The Tender form should be duly filled in all respects and signed by the authorized signatory and should be submitted in a sealed cover by tenderer for job work contract for shifting of office premises. Tender form received after the stipulated time and date will not be accepted.

4) All columns in the tender form should be filled clearly and legibly. Tender form found incomplete in any respect is liable to rejected. Over writing and corrections of figures are not allowed and the same shall be liable for rejection. The rate should be clearly quoted in Figures and Words at the space provided in the tender document. No conditional Bids shall be accepted and shall be liable for rejection.

5) Contractor has to pay Rs.25,000/- towards EMD for Complete job work along with the Tender by way of DD (any nationalized / scheduled Bank) / PO / RTGS in favour of The Cotton Corportion of India Ltd., payable at

Warangal. The same may be released with final payment. MSE exemption applicable subject to submission and verification of valid Udyam Aadhar.

CCI BANK ACCOUNT DETAILS ARE AS UNDER:

NAME OF THE NANK : BANK OF BARODA

BRANCH :WARANGAL

ACCOUNT NO: 07410500000075, IFSC CODE: BARB0WARANG CUSTOMER ID: 000108441, MICR CODE : 506012002

6) The Contractor shall abide by all terms and conditions prescribed by the Cotton Corporation of India Ltd. The contractor also agree to abide by all Rules and Acts under provision of Law for employing labour to do the work of shifting, fitting, unloading, loading, dismantling, packing, transportation etc., whichever is required etc.

7) Defects Liability Period: The Defect Liability Period (Maintenance Period) shall be 30 days starting from the date of issuance of the Completion Certificate. The tenderer shall promptly repair or rectify all Defects and deficiencies observed by the CCI Authorised Person during the Defects Liability Period within a period of 3 (three) days from the date of notice issued by CCI Authorised Person, in this behalf, or within such reasonable period as may be determined by the CCI Authorised Person at the request of the Tenderer. The scope of work during the Defects Liability Period includes repair of the office asset damaged during removal/packing/shifting/unpacking/installation or during any other process of shifting it from old office to new office. The costs of making good all these defects shall be borne solely by the tenderer and deemed to be included in the rates quoted by tenderer. If the tenderer does not rectify the defect or make good the deficiency, the work should be redone or rectified through another agency, or departmentally by employing skilled labourers, at the tenderer's cost the amount shall be deducted from any money due to the tenderer including EMD.

8) The applicant must submit PAN, Aadhar, and GSTIN Reg No. (If applicable) same should be attached to the Technical Bid – I.

9) Participants should compulsorily visit office premises and satisfy themselves of actual work / labour / material involved in all above works on any working day such record of visit shall be maintained in Branch Office by Administration Section of CCI Warangal.

10) In Case of any dispute or any terms interpretation etc., the decision of the General Manager CCI Warangal shall be final and binding on both the parties. If any dispute arises of this contract will have jurisdiction of Warangal Court only.

11) Rate quoted by the party should be including of all expenses, incidentals, transportation, packing, loading, unloading, unpacking, arranging on designated place as required by CCI. The GST as applicable shall be payable by the Corporation on receipt of GST invoice. The Bill payment shall be released by CCI after successful completion of the entire shifting work to the satisfaction of the Corporation.

12) The contractor shall undertake to compensate the corporation for any loss arising out of wilful act of the contractor / labourer or causes any kind of damage to the Corporation's property or Goods.

13) The contractor shall obtain workers insurance policy with the insurance company and pay the premium and shall not claim any amount from the Corporation in case of any eventuality. The Contractor shall pay compensation if any in case of accident and corporation will not be responsible in any manner.

14) In case of any legal suit filed against the corporation by any workmen the corporation is authorized to recover the loss / expenses if any from the contractor.

15) The works mentioned in the Tender must be completed within 30 days' time from the date of work order.

16) 30% payment will be released after completion of 50% work, balance 70% will be released after completion of entire work by the satisfaction of the Committee constituted by CCI.

17) Any damage, related work contractor will be held responsible.

18) Office Premises Details :

Current Office Premises	Re-location Address
The Cotton Corporation of India Ltd, 2nd and 3rd Floor, V L Chittimalla Complex, D. No 16-7-109, Laxmipuram, Old Grain Market Road, Nr. Fruit Market, Warangal.	House No. 16-10-52, Shivnagar, Warangal -506001

Scope of Work:

1. The Scope of work pertaining to the **Tender for Job work for Shifting of Office Premises** includes complete job-work related to re-location of Office premises including all equipments, furniture, records, Electronic Items, Acs, Refrigrator, PCs, 65 KVA Generator, UPS, etc, its packing, transportation, unloading, unpacking and arranging at new premises as per the requirement of the Corporation to the new premises mentioned above.
2. The Scope of work comprises of the complete technical work by appointing qualified/authorised technicians for every particular job.
3. Systematic and professionally packing of all equipments, goods, records, transportation to new location in a safe manner without damage, unpacking and re-arranging as per the requirement of the Corporation on desired floor at the new location.
4. The Scope of work also includes, uninstallation of all Electric equipments including Air Conditioners and Refrigerator, its Packing, transportation, unpacking and re-installation as per the points marked at new premises and ensure its functioning in working condition without any damage to the equipments.

5. Packing of Section-wise Records in boxes, its transportation, including loading and unloading and unpacking and arranging as per the requirement of the Corporation.
6. The Scope of Work also include the entire un-installation of IT hardware equipments, its packing and transportation, loading and unloading and un-packing and reinstallation in working condition at desired locations / points as per the requirement of the Corporation.
7. All Furniture items to be packed and its transportation including loading and unloading at new premises and unpacking as well as arranging at the points specified by CCI without damage.
8. The tenderer shall have to ensure appointment of sufficient skilled labours and technicians and equipments such as crane trucks for transportation to carryout the work professionally without any damage.
9. The above scope of work is exhaustive in nature and any work allotted as per the requirement of the Corporation shall have to be carried out as per exigency besides above scope of work.

List of Items to be shifted / re-located are enclosed as Annexure -1

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Technical Bid I

Tender Form No._____

Date of Issue of tender notice: __.__.2024

Last Date of submission of tender :___._.2024 up to 11:00 AM

Date of opening of Tender : ___._.2024 at 11:15 AM

<u>Technical Bid for Job work for shifting of Office equipment & Fixtures to New Office Building</u>

1. Name of Job Work contractor: _____

2. Father's Name : _____

3. Full Postal address for: _____

Communication & Mobile No. _____

_____

4. PAN NO (ATTACT COPY) : _____

5. AADHAR NO (ATTACH COPY) : _____

6. GSTIN NO (ATTACH COPY) : _____

7. Detail of EMD :

P.O/DD No._____dt._____

Amount_____Bank_____

(DD/PO of Nationalised Bank/

Scheduled Bank)

RTGS UTR NO: _____

8. Permanent Address : _____

_____

Date : Signature

Note: We have visited the current premises of the CCI and the re-location premises and we submit the tender as per the plan given by Office with requirement. We shall abide to fulfil all the re-location requirements of CCI as mentioned in the tender.

Financial Bid II

THE COTTON CORPORATION OF INDIA LIMITED: BRANCH OFFICE, WARANGAL

TENDER FOR JOB WORK FOR SHIFTING OF OFFICE EQUIPMENT & FIXTURES TO NEW OFFICE BUILDING

Name of the Job Contractor: _____

Address with Mobile No : _____

_____.

The details of stage wise Job work for shifting.

S. No.	Specification of work	Amount (Rs.) In Figures
1.	**Quote Amount for Entire work of shifting starting from inspection of both old and new premises, uninstallation of office assets, packing, loading, transportation, unloading, unpacking, installation of equipment's and furniture as mentioned in Scope of Work, arranging at the designated place in working condition to the satisfaction of CCI Committee.**	

Amount in Words : _____

_____.

The rates quoted are including of all incidental expences and excluding GST as applicable.

Note: Total completion of work as per the plan given by Office with requirement.

I agree to all the terms and conditions appended to the tender and any other allied works related to above said as entrusted by Office in charge from time to time and declare to abide by the same. As provided in the terms, I shall sign the

written agreement for execution of all Job work assigned to me by the Corporation.

No Cutting or overwriting to be done and amount quoted should be clearly mentioned in the tender. Discrepancies in quoted rates or not clearly visible figures are liable to be rejected.

Date:

Place:

Signature:

Name/address of the Contractor:

Contact No.:

Address Stamp:

Annexure-I

The Cotton Corporation of India Ltd.
Branch Office Warangal

List of Major Goods / Items/ Equipments to be shifted.

Sr. No	Particulars / Description	Quantity (Approx). Tenderer May visit and ascertain the goods and satisfy themselves before quoting in tender.
1.	DG 65 KVA Generator Set	1
2.	Air conditioners Split Type with outdoor unit. And Stabilizers.	12
3.	Cassette Celling Air conditioners	2
4.	Chairs	104
5.	Tables	50
6.	Almirah / Cupboard	18
7.	Racks	89
8.	Water Purfier	1
9.	Desktop Computers	41
10.	Printers	40
11.	UPS and Batteries	3 + 30 Batteries
12.	Refrigerator	1
13.	Fans	30
14.	Lights	On actual basis
15.	Pantry Table	1
16.	Sofas Sets	3
17.	Glass Door	1
18.	Records and Files and Stationery.	On actual Basis.
19.	Portable Ginning Machines and Mic Testers	46
20.	Moisture Meters	250
21.	Miscellaneous Items Curtains Boards, Temple, Wall Clocks, Utensils, Podium Speakers, Cotton Samples etc.	On actual Basis.

Note : The above list is indicative in nature and actual quantity may vary as per requirement of the Corporation and tenderer may visit and satisfy regarding the items to be shifted before quoting in the tender.